

NEW JERSEY DEPARTMENT OF
COMMUNITY AFFAIRS



Richard J. Codey
Acting Governor
State of New Jersey

Susan Bass Levin
Commissioner
Department of Community Affairs

Community Services Block Grant Annual Plan FY 2005

Executive Summary

The New Jersey Department of Community Affairs (DCA) was designated to administer the Community Services Block Grant in FY'82 under the provisions of Public Law 97-35, Omnibus Budget Reconciliation Act of 1981 (OBRA); Public Law 98-668, Human Services Re-authorization Act of 1986; July 6, 1982, Federal Register, "Block Grant Programs: Final Rules;" October 13, 1987, Federal Register, amendment to the "Block Grant Programs: Final Rules;" Public Law 101-501, Augustus F. Hawkins Human Services Re-authorization Act of 1990; P. L. 103-252, Human Services Amendments of 1994 and the Poverty Income Guidelines as required under Section 673(2) of the Act. The DCA funds twenty-seven agencies that have successfully administered a wide variety of community programs.

The Community Services Block Grant (CSBG) program will provide a range of services and activities having a measurable and potentially major impact on the causes of poverty in New Jersey. The activities will be directed toward assisting low-income participants, including low-income children and the elderly poor. A common theme among the local service providers is the active participation of the low-income community, in tandem with public officials and leaders of the private sector, in the design and implementation of programs.

The function of the DCA, as the lead agency for the state, is to allocate and administer funds to eligible community based organizations, which offer essential services having an immediate impact on the primary needs of low-income individuals and a potentially measurable impact on the causes of poverty. To the extent possible, the State will work with designated agencies to advocate efforts to address the causes of poverty.

The State Plan (Plan) was prepared to comply with all statutory requirements for receiving a CSBG allotment. The Plan will be available for public review at www.nj.gov/dca/dhcr/ and in DCA prior to and after submission to the Secretary of the U.S. Department of Health and Human Services (HHS).

The Plan sets forth the State's policy goals and objectives, the requirements grantees must meet to qualify for funds, and the procedures the State intends to implement in administering the program.

Statement of Federal and CSBG Assurances

A. Programmatic Assurances

- (1) Funds made available through this grant or allotment will be used:
 - (a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
 - (b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and
 - (c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). [‘676(b)(1)]
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description

of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; [676(b)(2)]

- (3) To provide information provided by eligible entities in the State, including:
 - (a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State;
 - (b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
 - (c) a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,
 - (d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [676(b)(3)]
- (4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.[676(b)(4)]
- (5) That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; [676(b)(5)]
- (6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities.[676(b)(6)]
- (7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. [676(b)(7)]
- (8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.[676(b)(8)]
- (9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. [676(b)(9)]

- (10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b)(10)]
- (11) To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan *(which shall be submitted to the Secretary, at the request of the Secretary, with the State plan)* that includes a community- needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]
- (12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act .['676(b)(12)]
- (13) To provide information describing how the State will carry out these assurances. ['676(b)(13)] **(This is the Narrative CSBG State Plan)**

B. Administrative Assurances

The State further agrees to the following, as required under the Act:

- (1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such
- (3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. ['675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an

opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or '675B for the period covered by the State plan. ['676(a)(2)(B)]

- (7) That the chief executive officer of the State will designate, an appropriate State agency for purposes of carrying out State community services block grant program activities. ['676(a)(1)]
- (8) To hold as least one legislative hearing every three years in conjunction with the development of the State plan.['676(a)(3)]
- (9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. ['676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
 - (a) full onsite review of each such entity at least once during each three-year period;
 - (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;]
 - (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. ['678B(a)]
- (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
 - (a) inform the entity of the deficiency to be corrected;
 - (b) require the entity to correct the deficiency;
 - (c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. ['678(C)(a)]
- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- (13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. ['678D(a)(3)]

- (14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System ['678E(a)(1)].
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under '678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of community services block grant funds for the for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. ['678F(b)]
- (18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. ['678F(c)]
- (19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program. ['679]

C. Other Administrative Certifications

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of
- (2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be

language of this certification be included in any subawards, which contain provisions for children's services and that all subgrantees shall certify accordingly.

Susan Bass Levin, Commissioner
New Jersey Department of Community Affairs

Date

ADMINISTRATIVE STRUCTURE

1. State Administrative Agency

a. Role of the State Designated Agency

The function of the DCA, as the lead agency for the state, is to allocate and administer funds to eligible community based organizations, which offer essential services having an immediate impact on the primary needs of low-income individuals and a potentially measurable impact on the causes of poverty. To the extent possible, the State will work with designated agencies to advocate efforts to address the causes of poverty. In addition to the basic requirements contained in contracts between DCA and its grantees, all CSBG grantees will receive numbered Program Policy Bulletins (PPBs) modifying policies and procedures on an "as needed" basis. The provisions of OMB Circular A-102, A-110, A-128, A-133, A-087 and A-122 will apply to the administration of the program where relevant.

b. New Jersey CSBG Goals and Objectives

In following the lead of the National CSBG, the state of New Jersey will seek, in the long term, to meet the six national goals and the objectives recommended by the Federal Government 672. Following each objective are measurable methodologies which outline the specific activities to be undertaken by staff to accomplish the stated objectives.

Goal 1: Self Sufficiency

Provide direction and services that increase the number of individuals who become self sufficient.

Goal 2: Improve Community Conditions

Facilitate improvement of the conditions which low-income people live.

Goal 3: Collaboration

Provide direction and resources that increase collaboration among other community based providers, state agencies, local and county governments.

Goal 4: Data Collection and Analysis

Strengthen the organizations' ability to collect and analyze data and to use that information for the purposes of strengthening and improving programs and achieving measurable outcomes.

Goal 5: Needs Assessment

Increase, develop, and strengthen programs and services that address the problems identified in the communities' needs assessment.

OBJECTIVE 1: Respond to local and statewide needs and conditions through the strengthening of communities' ability to coordinate resources and activities designed to eliminate poverty

METHODS:

- Coordinate a minimum of 6 meetings annually between the New Jersey Community Action Agency and CSBG Staff, allowing time to network, share ideas, and collaborate on similar or complimentary projects.
- Collaborate with other statewide and local initiatives that share the vision of eliminating poverty by participating in forums, attending relevant meetings, and sharing information on an on-going basis, as evidenced by anecdotal data provided in monthly supervisory reporting.
- Staff will develop feasible mechanisms for sharing information gleaned from participation in statewide and local forums with CAP agencies and other State sponsored programs on a regular basis.
- Identify and disseminate information regarding funding opportunities to CAP agencies and other community partners, as appropriate.

OBJECTIVE 2: Ensure that CAP agencies are complimentary of other community partners in offering a range of comprehensive services for low-income families and individuals, in an attempt to create measurable impacts on the causes of poverty in the community, as well as, lead to self-sufficiency for underserved families.

METHODS:

- Inventory and assess social service programs provided within the State through the development and continued maintenance of a comprehensive database.
- Fund programs that seek to fill identified gaps in service delivery.

OBJECTIVE 3: Develop and implement innovative and effective community based approaches to attacking the causes and effects of poverty.

OBJECTIVE 4: Develop and implement initiatives that increase the participation of community members in an effort to empower residents to respond to the unique problems and needs within their communities.

METHODS:

- Assess the needs of targeted neighborhoods to identify gaps in services.
- Collaborate with interested municipalities to develop comprehensive strategic plans designed to address identified needs.
- Fund projects designed to address identified needs.
- Replicate, as appropriate, programs that have demonstrated effectiveness.

OBJECTIVE 5: Increase the resource base of programs designed to eliminate poverty therefore increasing the quality and quantity of programs targeting underserved families and individuals.

METHODS:

- Seek and identify additional funding sources that will compliment services provided under the CSBG program.
- Fund programs which compliment the services provided by CSBG eligible entities

2. Eligible Entities

New Jersey's Plan for the use of FY 2003 CSBG funds is formulated on the expectation that not less than 90% of the funds allotted to the State under Section 674 must be made available to eligible entities as defined in Section 673(1), as amended. Actual distribution will depend upon Congressional appropriation of CSBG funds.

a. New Jersey Community Action Agencies (CAAs) & Limited Purpose Agencies (LPAs)

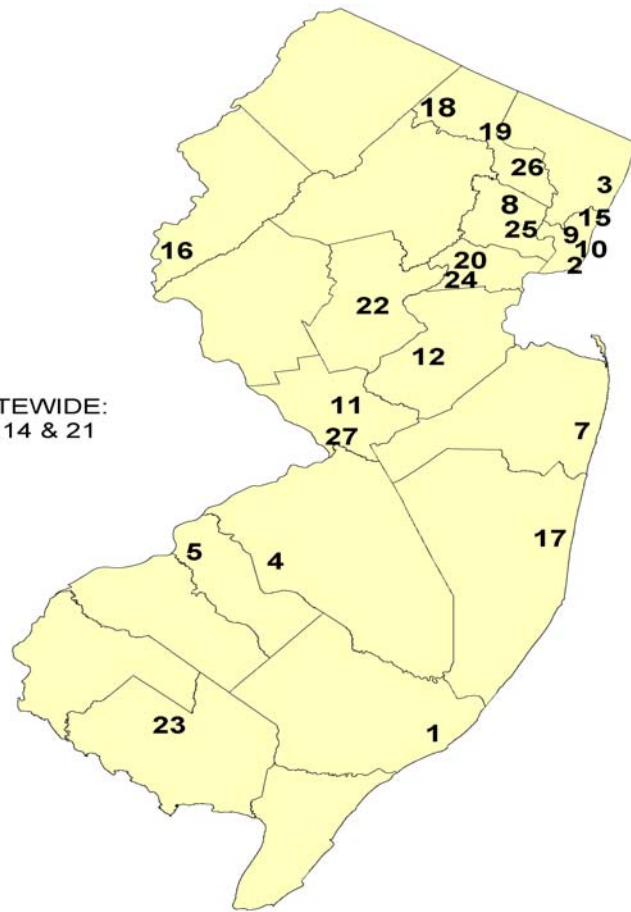
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|---|---|
| <p>1. Atlantic Human Resources, Inc. (AHR)
One South New York Avenue
Suite 303
Atlantic City, NJ 08401</p> | <p>7. Check-Mate, Inc.
550 Cookman Avenue
Asbury Park, NJ 07712</p> |
| <p>2. Bayonne Economic Opportunity Foundation, Inc. (BEOF)
555 Kennedy Boulevard
PO Box 1032
Bayonne, NJ 07002</p> | <p>8. Essex County
Department of Citizen Services
Division of Community Action
50 South Clinton Avenue 3rd Fl.
East Orange, NJ 07018</p> |
| <p>3. Bergen County Community Action Program, Inc. (Bergen CAP)
241 Moore Street
Hackensack, NJ 07601</p> | <p>9. Hoboken Organization Against Poverty & Economic Stress, Inc. (HOPES)
124 Grand Street
Hoboken, NJ 07030</p> |
| <p>4. Burlington County Community Action Program, Inc. (Burlington CAP)
718 Route 130 South
Burlington, NJ 08016</p> | <p>10. Jersey City Office of Grants Administration and Compliance
30 Montgomery Street - 4th Fl.
Jersey City, NJ 07302</p> |
| <p>5. Camden County Council On Economic Opportunity, Inc. (Camden OEO)
538 Broadway
Camden, NJ 08103</p> | <p>11. Mercer County
Division of Community Health and Senior Services
Mc Dade Administration Building
640 South Broad Street
P.O. Box 8068
Trenton, NJ 08650-8068</p> |
| <p>6. Comite de Apoyo a los Trabajadores Agricolas (CATA) (LPA)
4 South Delsea Drive
P.O. Box 510
Glassboro, NJ 08028</p> | <p>12. Middlesex County Economic Opportunities Corporation, Inc. (MCEOC)
1215 Livingston Avenue
PO Box 7365
North Brunswick, NJ 08902</p> |
| <p>13. New Jersey Association on Correction, Inc. (NJAC) (LPA)
986 South Broad Street
Trenton, NJ 08611</p> | <p>21. Powhatan Renape Nation (LPA)
P.O. Box 225
Rancocas, NJ 08073-0225</p> |

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| <p>14. New Jersey Community (LPA)
Action Association, Inc. (NJCAA)
227 East Hanover Street
Trenton, NJ 08608</p> | <p>22. Somerset Community Action
Program, Inc. (SCAP)
429 Lewis Street
P.O. Box 189
Somerset, NJ 08875-0189</p> |
| <p>15. North Hudson Community Action
Corporation, Inc. (North Hudson
CAC)
5301 Broadway
West New York, NJ 07093</p> | <p>23. Tri - County Community Action
Agency, Inc. (Tri-County CAA)
110 Cohansey Street
Bridgeton, NJ 08302</p> |
| <p>16. Northwest NJ Community Action
Program, Inc. (NORWESCAP)
350 Marshall Street
Phillipsburg, NJ 08865</p> | <p>24. Union County
Department of Human Services
Administration Building 4th Floor
Elizabethtown Plaza
Elizabeth, NJ 07207</p> |
| <p>17. Ocean Community Economic
Action Now, Inc. (OCEAN, Inc.)
40 Washington Street
P.O. Box 1029
Toms River, NJ 08753</p> | <p>25. United Community Corporation,
Inc. (UCC)
31 Fulton Street
Newark, NJ 07102</p> |
| <p>18. Passaic County
Department of Human Services
401 Grand Street
Paterson, NJ 07505</p> | <p>26. United Passaic Organization (UPO)
41 Myrtle Street
Passaic, NJ 07055</p> |
| <p>19. Paterson Task Force for Community
Action, Inc. (PTF)
155 Ellison Street
Paterson, NJ 07505</p> | <p>27. United Progress, Inc. (UPI)
162 West State Street
Trenton, NJ 08608</p> |
| <p>20. Plainfield Action Services
510 Watchung Avenue
Plainfield, NJ 07060</p> | |

b. Geographic areas served

The DCA currently contracts with twenty-three CAAs and four LPAs, as defined in Section 673(1) of P.L.97-35. Low-income persons throughout the State receive assistance through any one of the twenty-seven grantees or the grantees' delegate agency(ies).

STATEWIDE:
6,13,14 & 21



3. Distribution and Allocation of Funds

CSBG funding in FY 2004 was provided with proportional increases to each agency as required under the Federal appropriations bill.

The following agencies received base funding as indicated:

<u>AGENCY</u>	<u>CSBG Funding</u>
AHR	\$ 791,553
BEOF	\$ 153,911
BERGEN CAP	\$ 924,793
BURLINGTON CAP	\$ 431,800
CAMDEN OEO	\$1,143,449
CATA	\$ 74,048
CHECK-MATE	\$ 726,088
ESSEX CO.	\$ 871,689
HOPES	\$ 227,205
JERSEY CITY	\$ 893,953
MERCER CO.	\$ 225,748
MCEOC	\$ 919,766
NJAC	\$ 199,353
NJCAA	\$ 93,974
NORTH HUDSON CAC	\$ 788,196
NORWESCAP	\$ 656,642
OCEAN, INC.	\$ 738,196
PASSAIC CO.	\$ 255,351
PTF	\$ 616,861
PLAINFIELD ACTION SERVICES	\$ 205,218
POWHATAN RENAPE NATION	\$ 53,258
SCAP	\$ 227,291
TRI-COUNTY CAP	\$ 913,394
UNION CO.	\$ 798,014
UCC	\$1,895,125
UPO	\$ 262,300
UPI	\$ 645,293

B. DESCRIPTION OF CRITERIA AND DISTRIBUTION FORMULA

Beginning with CSBG funds provided to New Jersey under the federal FY 2000 budget, allocations of the 90% of those funds mandated to go to "eligible entities" (i.e. Community Action Agencies) were determined by a revised and more appropriate formula. This revised formula reflected each agency's prior year funding level, its percentage of the State's low-income population, its success at leveraging other funds to support and expand the CSBG program, and its overall performance as a CAA. Under this revised formula, eligible entities are held harmless at a percentage of their base funding levels for the prior funding year. In any years where less funding is appropriated than can provide funding at these levels:

- For geographically discrete eligible entities, reductions will be inversely proportional to each agency's percentage of New Jersey's 125% poverty population according to the most recent national decennial census, and will be further weighted by each agency's base funding level.

- For LPAs whose CSBG authorized geographic areas of service overlap with other eligible entities, reductions should be at the same percentage as is reflected in the statewide reduction.

In any years where more funding is appropriated than is needed to maintain the designated hold harmless level, funds in excess of those needed to maintain those levels will be applied as follows:

1. New Jersey's 125% Poverty Population:

Additional funds will be allocated to certain New Jersey's geographically discrete eligible entities in a continuing effort to bring their base CSBG funding in line with their geographic catchment area's percentage of the State's 125% poverty population according to the most recent national decennial census.

2. Leveraging:

Additional funds will be allocated to New Jersey eligible entities in relation to their success during the most recent fully reported contract year at leveraging other funds to further support and expand the CSBG program.

3. Performance:

Additional funds will be allocated to New Jersey eligible entities in relation to their levels of performance during the most recently completed contract year.

A full explanation of how the above allocations of federal CSBG funds will be determined has been provided to each NJ eligible entity via State Information Memorandum No. 99-101. Any subsequent changes will similarly be disseminated.

C. DESCRIPTION OF DISTRIBUTION AND USE OF RESTRICTED FUNDS

1. Allocation and Use of Funds

New Jersey will distribute at least ninety percent (90%) of the funds allocated to the State to eligible entities as defined in Section 675(1).

Funds awarded to grantees pursuant to this plan must be utilized to ensure compliance with Section 675C of the Community Services Block Grant Act. A contract between the DCA and each grantee will govern the individual use of funds. As demonstrated in the Strategic Planning Guidelines, included in Attachment A, DCA may condition the agencies' receipt of CSBG funds on such terms as it deems appropriate provided the terms are consistent with the federal law governing the Block Grant.

The DCA will require justification that the proportion of administrative funds is in appropriate relation to the amount of overall program and other administrative funds available. Toward this end, a policy addressing administrative cost limits was developed, and distributed to designated agencies. This has been incorporated into the annual Strategic Planning Guidelines.

2. Coordination and Integration of Programs

It is the Department's intent to:

- a. Maximize resources by reorganizing the Division of Community Resources to have a more geographic focus. This will create a team of staff in each of the five geographic regions who are knowledgeable about every program housed within the Division and the Department creating a more comprehensive approach to strategic neighborhood planning.
- b. Provide information to subgrantees on sources of funding for direct community services in order for them to better coordinate services with the local recipients of such funds.
- c. Encourage and facilitate active participation with Departmentally administered State programs and initiatives. Examples include, Individual Development Account (IDA) Program, Playground Safety Matching Grant Program, and affordable housing information and advocacy programs.
- c. Initiate projects to reduce service duplication and wasted resources. Promote coordination between eligible entities and the private sector, as well as increase coordination between the DCA and other relevant departments of state government.
- d. Ensure that each community action agency or nonprofit private organization has an active tripartite board. In the case of a public organization receiving funds, such an organization must either establish (1) a board of which at least one-third of members are persons chosen in accordance with democratic selection procedures to represent the poor (2) use some other mechanism specified by the State to assure low-income citizen participation in the planning, administration and evaluation of projects.

D. DESCRIPTION OF DISTRIBUTION AND USE OF DISCRETIONARY FUNDS

An amount not greater than 5% of the State's allocation will be reserved for State priorities and special initiatives as determined by the Commissioner of the DCA. The DCA anticipates priority initiatives including, but not necessary limited to, the following:

- 1. Statewide training and/or technical assistance needs;
- 2. Projects addressing State or Departmental priorities (including Governor's priorities) identified in the applicable CSBG State Plan;
- 3. Projects of statewide significance demonstrating quantifiable results;
- 4. Projects (local, regional or statewide) of a pilot or demonstration nature with strong potential for meaningful replication, if proven viable;
- 5. Programs targeted to CSBG purposes needing one-time gap filling or bridge funding with a clear likelihood of continued operation following termination of such temporary assistance;

6. Other one-time expenditures strongly justified by need, lack of alternative funding, and likely impact on issues or people inherent in the CSBG.

It is anticipated that, as in previous years, a mix of solicited and unsolicited proposals will share in the available funding. Priority will be given to programs that compliment the services provided by the eligible entities.

E. DESCRIPTION OF USE OF ADMISTRATIVE FUNDS

An amount not greater than 5% of the State's allocation will be reserved to defray the State's expenses to administer the Block Grant.

The following is a breakdown of the State's administrative expenses for FY 2002 CSBG allocation.

FY 2002 Award - \$17,584,757 5% Administrative Funds - **\$879,238**

Salaries	\$575,433
Fringes (25.85%)	\$148,749
Indirect Cost (11%)	<u>\$ 63,297</u>
	\$787,479

Non – Personnel (Travel, Training, Equipment, Subscription, Consumable Supplies, Printing Postage, Telephone)	<u>\$ 91,759</u> \$879,238
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F. STATE COMMUNITY SERVICES PROGRAM IMPLEMENTATION

1. Program Overview

The New Jersey CSBG Program awards annual CAA contracts consistent with the authorized 24-month federal award period. The DCA distributed FY'2004 CSBG Requests for Proposals to all eligible organizations during May 2003 with an August 1, 2003 due date for submittal of applications. Applications were reviewed by the DCA in the order in which they were submitted. Every attempt was made to provide assistance to applicants having difficulty completing the application. Formal notice of grant awards was made as completed applications are reviewed and approved for funding.

Requests for applications for FY 2005 funding will be distributed in June, 2004 with a process and timetable similar to that described above.

a. The Service Delivery System

All eligible agencies are mailed Strategic Planning Guidelines that meet the application requirements of DCA and of the CSBG Act. Applicants are required to submit such fundamental information as a description of the agency's service area, demographic information, a description of the causes of poverty in the area, a current assessment of the needs of the population to be served, quantified goals and objectives, a description of programs to be operated, a list of members of their Boards

of Directors and the sectors represented, and proposed budgets. In addition, applicants are required to project the number of clients to be served by each program, and a listing of all other sources of funds, amounts, and purposes of grants received are also required. The following lists the types of programming that can be undertaken by eligible entities, along with the minimally required outcomes expected for each activity.

SECTION 1: Employment Services

Categories	Outcomes
1.1 Information and Referral ROMA GOAL: 4	A. Number of persons to receive information/referral to job training services. B. Number of persons who enroll in services following information/referral. C. Number of persons employed as a result of information/referral.
1.2 Job Counseling ROMA GOAL: 1	A. Number of persons to receive job counseling. B. Number of persons to receive job skills counseling which results in the development of a written career plan. C. Number of persons who will increase their job readiness as evidenced by increased scores on post program assessments. D. Number of persons to complete job counseling and as a result get and maintain (for a minimum of 3 months) employment of at least 15 hours per week. E. Number of persons to complete job counseling and as a result receives a raise or promotion in their current position.
1.3 Job Placement and/or Development ROMA GOAL: 1	A. Number of job development/placement projects to be instituted by the agency. B. Number of clients to receive and maintain employment (for a minimum of 3 months and a minimum of 15 hours per week) as a result of the job development/placement projects instituted by the agency.
1.4 Skills Training ROMA GOAL: 1	A. Number of persons to complete 25 hours or more of a job-training program. B. Number of persons to be placed in a job as a result of job training. C. Number of persons expected to demonstrate an increase in work skills as evidenced by improved performance on pre and post program assessments. D. Number of persons to receive an increase in pay/hours/title as a result of job skills training.
1.5 Other Employment Projects for Special Populations ROMA GOAL: 1	A. Number of employment opportunities to be identified for special populations- (i.e., elderly, ex-offenders, etc.). B. Number of persons representing aforementioned special populations to get and maintain employment (minimum of 15 hours per week) for a minimum of 3 months.
1.6 Employment Related Transportation ROMA GOAL: 1	A. Number of unduplicated clients to receive transportation services to employment related activities. B. Number of unduplicated clients to obtain and retain employment as a result of the transportation program. C. Total number of trips provided to participants.

SECTION 2: Education Services

Categories	Outcomes
2.1 Information and Referral ROMA GOAL: 4	A. Number of persons to receive information/referral to education services. B. Number of persons to enroll in services following information/referral.
2.2 Education Counseling ROMA GOAL: 1	A. Number of persons to receive education counseling. B. Number of persons to receive education counseling, which results in the completion of high school. C. Number of persons to receive education counseling, which results in the pursuit of higher education- (including college, trade/technical schools). D. Number of persons to receive education counseling, which results in scholarships for higher education. E. Number of persons to complete job skills training and as a result received a raise or promotion in their current position.
2.3 Head Start Support ROMA GOAL: 2	A. Number of children enrolled in Head Start at the start of the grant year. B. Number of new, unduplicated children to enroll in Head Start.
2.4 Day Care & Child Development ROMA GOAL: 2	A. Number of children enrolled in CSBG funded childcare whose parents work or attend school. B. Number of new, unduplicated children to enroll in CSBG funded childcare whose parents work or attend school.
2.5 Adult Basic Education (ABE) or GED Instruction ROMA GOAL: 2	A. Number of persons enrolled in ABE or GED classes. B. Number of persons to successfully complete the ABE course as evidenced by receipt of a certificate or a passing mark. C. The number of persons to receive a GED.
2.6 Other Direct Instruction ROMA GOAL: 2	A. Number of persons to enroll in direct instruction programs. B. Number of persons to complete a direct instruction activity. C. Number of persons to show an increase in skill development as evidenced by pre/post exams.
2.7 Other Education Projects ROMA GOAL: 2	A. Total number of persons to attend an agency sponsored education project. List projects by title and number of people expected to attend each. 1. _____ 2. _____ 3. _____ B. Total number of persons to complete an agency sponsored education project as evidenced by certification or certificate of completion. C. Number of persons to receive a scholarship.
2.8 Education Related Transportation ROMA GOAL: 2	A. Number of persons to receive transportation to educational services/programs. B. Number of persons to receive transportation to educational services/programs who completed the program.
2.9 Summer Youth Recreation ROMA GOAL: 6	A. The number of low-income youth to participate in the agency's summer recreation program. B. The number of contact hours to be spent working with the youth.
2.10 Year-Round Youth Programs. ROMA GOAL: 6	A. The number of youth participating in year-round recreational activities. B. The number of contact hours spent working with the youth.

SECTION 3: Income Management

Categories	Outcomes
3.1 Information and Referral ROMA GOAL:	A. Number of persons to receive information/referral to income maintenance services. B. Number of persons to enroll in services following information/referral.
3.2 Household Financial Counseling ROMA GOAL:	A. Number of persons to participate in household financial counseling. B. Number of persons to receive counseling which results in the development of a financial plan. C. Number of persons to be successful at implementing a financial plan as evidenced by adherence to a budget for a minimum of 3 months. D. Number of payment agreements to be negotiated with creditors. E. The number of Individual Development Accounts to be established.
3.3 Income Tax Counseling ROMA GOAL:	A. Number of persons eligible for Earned Income Tax Credit. B. Number of persons to file for EITC. C. Number of persons to submit a tax return.
3.4 Weatherization Support ROMA GOAL:	A. The number of low-income households to benefit from the expansion of weatherization services.

SECTION 4: Housing Services

Categories	Outcomes
4.1 Information and Referral ROMA GOAL: 4	A. Number of persons to receive information/referral to housing services. B. Number of persons to enroll in services following information/referral. C. Number of persons to acquire housing as a result of information/referral. D. Number of persons to improve current housing conditions (lead abatement, code, etc.) as a result of information or referral.
4.2 Home Ownership Counseling/Loan Assistance ROMA GOAL: 1	A. Number of persons to receive counseling. B. Number of persons to receive a home loan or mortgage as a result of counseling. C. Number of persons to avoid default on a loan or eviction from their home as a result of counseling.
4.3 Tenant Advocacy ROMA GOAL: 2	A. The total number of persons to receive tenant advocacy assistance. B. The number of LIP to avoid eviction. C. The number of LIP to secure housing.

SECTION 5: Emergency Services

Categories	Outcomes
5.1 Information and Referral ROMA GOAL: 4	A. The number of requests to be made for emergency and/or disaster relief services. B. The number of LIP to receive emergency and/or disaster relief services.

5.2 Cash Assistance and/or Loans for Shelter ROMA GOAL: 6	A. The number of LIP to request emergency assistance for shelter. B. The number of LIP who are able to retain shelter as a result of emergency payments or loans made by the grantee. C. The total dollar value of cash assistance or loans to be provided. D. The number of households that will avoid homelessness through the assistance of homeless aid.
5.3 Cash Assistance and Loans for food ROMA GOAL: 6	A. The number of individuals to request emergency food assistance. B. The number of individuals to receive emergency food. C. The total dollar value of cash assistance or loans to be provided.
5.4 Cash Assistance and/or Loans for clothing ROMA GOAL: 6	A. The number of people to request clothing assistance. B. The number of people to receive clothing assistance. C. The total dollar value of cash assistance or loans to be provided.
5.5 Emergency Energy Support ROMA GOAL: 6	A. The number of households to request emergency energy support. B. The number of households to avoid energy shutoff as a result of grantee activities. C. The number of households to have utility reconnections achieved. D. The total dollar value of cash assistance or loans to be provided.
5.6 Managing Donated Goods, Services and/or Cash ROMA GOAL: 2	A. The number of low-income people to receive donated goods, services, or cash. B. The cash or dollar value of the goods to be donated.

SECTION 6: Nutrition Services

Categories	Outcomes
6.1 Information and Referral/Counseling ROMA GOAL: 4	A. The number of referrals to be provided for information and referral counseling related to health and nutrition. B. The number of people to receive assistance as a result of referral.
6.2 Food Pantries or Shelves ROMA GOAL: 2	A. The number of people to request assistance from the grantee's food pantry or shelf. B. The number of people to receive food from the grantee's food pantry or shelf.
6.3 Hot Meals ROMA GOAL: 2	A. Total number of people to receive a meal. B. The total dollar value of meals to be served.
6.4 Nutrition Education and/or Comprehensive Counseling ROMA GOAL: 2	A. The total number of persons to participate in a nutritional counseling and education program resulting in a written nutritional plan. B. The number of persons to receive nutrition counseling and show an improvement in their nutritional level as a result of this activity as evidenced by a pre/post assessment.
6.5 Other Nutrition Projects & WIC ROMA GOAL: 6	A. The number of people currently receiving WIC benefits. B. The increased number of people to be enrolled in WIC. C. The number of people to participate in the summer feeding program. D. The total number of people to be transported to nutrition related programs services.

SECTION 7: Self Sufficiency

Categories	Outcomes
7.1 Case Management ROMA GOAL: 1	A. The number of self-sufficiency plans to be developed. B. The number of self-sufficiency plans to be followed for a minimum of three months. C. The number of people for whom at least one obstacle to self-sufficiency will be removed due to case management activities of the agency. D. The number of people to receive case management services. E. The number of people to receive referrals to access other programs.
7.2 Child Care ROMA GOAL: 2	A. Number of children served in a minimum of 15 hours per week of organized childcare services.
7.3 Family/Individual Counseling Programs ROMA GOAL: 1	A. Number of individuals to participate in counseling. B. The number of individuals to develop an individual development plan. C. The number of individuals who are expected to adhere to an individual development plan for a minimum of three months and who will achieve at least one goal.
7.4 Summer Youth Recreation Program ROMA GOAL: 6	A. The number of low-income youth to participate in the agency's summer recreation program. B. The number of contact hours to be spent working with the youth.
7.5 Year-Round Youth Programs ROMA GOAL: 6	A. The number of youth to participate in year-round recreational activities. B. The number of contact hours youth will spend involved with activities.

SECTION 8: Health & Case Management

Categories	Outcomes
8.1 Transportation to Medical Services ROMA GOAL: 2	A. The number of people to be transported for health related issues.
8.2 Medical or Dental Screening ROMA GOAL: 2	A. The number of LIP to receive health services. B. The number of diseases or harmful conditions to be identified and treated.
8.3 Immunization ROMA GOAL: 2	A. The number of children to be immunized. B. The number of adults to be immunized.
8.4 Prevention of Drug Use, Alcoholism ROMA GOAL: 6	A. The number of people to receive preventive health education & instruction through a program of 2 hours or more. B. The number of LIP who will increase their knowledge of drug/alcohol prevention as measured by a pre/post assessment.
8.5 Treatment of Alcohol/Drug Abuse ROMA GOAL: 2	A. The number of people to actively participate in a substance abuse program. B. The number of persons to remain alcohol and drug free for at least 3 months as evidenced by regular drug testing.

	C. The number of family members of persons being treated for drug or alcohol abuse who will actively participate in a program.
8.6 Rural Health Programs ROMA GOAL: 2	
8.7 Other Primary Health Care ROMA GOAL: 2	A. The total number of people to be assisted through "other" health care services.
8.8 Mental Health Programs ROMA GOAL: 2	A. Total number of persons to request mental health related counseling. B. Number of persons to receive mental health services as a result of referral. C. Number of persons to actively participate in a mental health related program (minimum 2 times per week).

Sections 9 Through 18: Other Activities

Categories	Outcomes
9.1 On the Job Training ROMA GOAL: 5	A. Describe the type of job training program being offered, for instance Head Start, Weatherization or other. B. The anticipated number of people to register for training. C. The anticipated number of people to receive an increase in pay/hours/title as a result of OJT. D. The anticipated number of people to demonstrate an increase in work skills as evidenced by improved performance on pre and post assessments. E. The anticipated number of people to complete a minimum of 90 days of work experience or career development.
10.1 Public Information & Workshops ROMA GOAL: 4	A. The number and types of planned workshops/public information sessions. B. Number of people to be served.
11.1 Interagency or State-wide Planning & Coordination ROMA GOAL: 5	A. The number of reports, collaborations or other results anticipated as a result of planning and coordinating activities. B. Anticipated number of community people to be served.
12.1 Community Organizing ROMA GOAL: 3	A. Total number and types of community organizing events to be held. B. Total number of organizations involved in this activity. C. Total dollar amount of in-kind or cash resources generated. D. Anticipated number of community people participating in or benefiting from this activity.
13.1 Brokerage and Advocacy ROMA GOAL: 2	A. Total number of meetings to be held. B. Total number and types of brokerage or advocacy activities to be held.
14.1 Managing Donated Goods, Services or Cash & Surplus Foods or Commodities Distribution ROMA GOAL: 2	A. The total amount and types of activities to be provided. B. Total dollar value of donations received and distributed. C. Anticipated number of people to be served.
15.1 Hot Meals ROMA GOAL: 2	A. Total number of people receiving a meal. B. Total number of meals delivered to homes.

	C. Total number of meals delivered to other facilities—please list the type of facility.
16.1 Garden Projects ROMA GOAL: 2	A. Total number and location of garden projects. B. Total number of new gardens anticipated starting over this grant year. C. Total number of ongoing garden projects. D. Total number of people expected to participate in garden projects.
17.1 Neighborhood/Community Development ROMA GOAL: 2	A. Number of physical development projects currently in development and those in the pipeline where the organization has at a minimum site control or acquisition. B. Number and description of other community development activities for which the organization is involved either directly or in partnership with other organizations.
18.1 Rural Health Programs ROMA GOAL: 2	A. The number of programs to be developed by the agency to coordinate/increase accessibility to educational and social services. B. The number of people to be served.

A chart depicting the services undertaken by each CAP/LPA is included in Attachment C. In addition to the aforementioned activities, the New Jersey Department of Community Affairs has placed priority on areas that require special attention. These priority areas can be found within the Strategic Planning Guidelines provided in Attachment A.

ii. Geographical Service Area

<u>AGENCY</u> *	<u>AREA SERVED</u>
AHR	Atlantic & Cape May Counties
BEOF	City of Bayonne (Hudson Co.)
BERGEN CAP	Bergen County
BURLINGTON CAP	Burlington County
CAMDEN OEO	Camden County
CATA (FARM WORKERS)	Statewide
CHECK-MATE	Monmouth County
ESSEX CO.	Essex County (ex. City of Newark)
HOPES	City of Hoboken (Hudson Co.)
JERSEY CITY	City of Jersey City (Hudson Co.)
MERCER CO.	Mercer County (ex. City of Trenton)
MCEOC	Middlesex County
NJAC	Statewide
NJCAA	Statewide Association
NORTH HUDSON CAC	Hudson County (ex. Cities of Bayonne, Hoboken & Jersey City)
NORWESCAP	Hunterdon, Morris, Somerset Sussex & Warren Counties
OCEAN, INC.	Ocean County
PASSAIC CO.	Passaic County (ex. Cities of Passaic & Paterson)
PTF	City of Paterson (Passaic Co.)
PLAINFIELD ACTION SERVICES	City of Plainfield (Union Co.)
POWHATAN RENAPE NATION	Statewide
SCAP	Somerset County

TRI-COUNTY CAP

UNION CO.

UCC

UPO

UPI

Cumberland, Gloucester &
Salem Counties

Union County (ex. City of Plainfield)

City of Newark (Essex County)

City of Passaic (Passaic County)

City of Trenton (Mercer County)

b. Linkages

The New Jersey Community Action network coordinates and establishes linkages between governmental and other social services programs to ensure the effective delivery of such services to low-income individuals and to avoid duplication of such services.

c. Coordination with Other Public and Private Resources

It is the intent of the State to promote community based planning and encourages the use of entities in the private sector of the community in efforts to ameliorate poverty in the community. Low-income persons in New Jersey's twenty-one (21) counties are currently served by twenty-seven (27) community based agencies, including the Powhatan Indians of the Delaware Valley. Given our diversified population and needs, it is in the best interest of the State to permit program diversity provided that local priorities are consistent with the intent and requirements of the CSBG Act.

The State already encourages its designated agencies to coordinate their planning and service delivery with each county's Human Services Advisory Council (HSAC) planning process. Such coordination would insure that local resources are used effectively to address the most pressing needs of low-income people. The State also considers the annual statewide Human Service Advisory Council (HSAC) needs assessment in establishing priorities for the use of CSBG discretionary funds. Priorities from previous years' HSAC assessments include education, job training and economic development, all of which address the causes of poverty.

The State will also coordinate employment and training activities with entities providing activities through statewide and local workfare investment systems under the Workforce Investment Act of 1998.

d. Innovative Community and Neighborhood-based Initiatives

The State encourages, through its monitoring, local agencies identified as eligible for funding provide a range of services and activities that will have a measurable and potentially major impact on the causes of poverty in the areas to be served and remove obstacles which block achievement of self-sufficiency through the implementation of innovative programs.

2. Community Needs Assessment

In accordance with P. L. 103-252, Human Services Amendments of 1994, Section 675(c)(13), States are required to secure from each eligible entity as a condition to its receipt of funding under the CSBG Act, a community action plan which includes: (1) a community needs assessment; (2) a description of the service delivery system targeted to low-income

individuals and families in the service area; (3) a description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow up consultants; (4) a description of how funding under the Act will be coordinated with other public and private resources; and (5) a description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability and community revitalization. In keeping with this statutory requirement, a separate Community Action Plan is required as a supplement to each eligible entity's annual application for funding.

The Department of Community Affairs has conducted an analysis of the county specific needs of the low-income population utilizing 2000 Census Data, 2002 Crime Reports, school report cards, and other available data (Attachment B). It is anticipated that this type of analysis will be undertaken for the various neighborhoods within the state. The DCA also requires in the planning process that the CAAs complete a community-based need assessment for their target population and geographic area served. This information will be used to compliment existing county-wide data.

3. Tripartite Boards

In the application for funding, agencies eligible for CSBG funds will be required to document board representation with that set forth in Section 676B of the CSBG Act. Board composition and meetings will further be reviewed during periodic monitoring by the State during the period of the award and grantees are required to submit Board meeting minutes to the State for review and file.

4. State Charity Tax Program (Not Applicable)

5. Programmatic Assurances

a. Assurance '676(b)(1)

1. Activities that are funded by the CSBG Program are for the purpose of serving the low-income population of New Jersey (e.g. the elderly, handicapped, TANF recipients, the homeless, migrant and/or seasonal farm workers.) All individuals receiving services under the CSBG program meet the poverty guidelines established for this program. Eligible activities include:
 - i. Attaining self-sufficiency through comprehensive case management;
 - ii. Securing employment through job readiness counseling, job skills development, job training programs, and support services (i.e. transportation, resume preparation, access to job banks and fairs, life skills preparation, etc.);
 - iii. Attaining an adequate education through educational programs and initiatives that help the unemployed or underemployed gain access to the job market, which may include linkages with the Private Industry Council or JTPA sponsored training programs. Partnerships with local community colleges provide access to higher education for low-income persons. Several CSBG funded agencies provide actual "on-site" job training activities, preparing low-income population for entry into the labor market (i.e. culinary

arts, automotive repair, child care certification, building and ground maintenance, house rehab and construction);

- iv. Making better use of available income through credit counseling, economic literacy training, budget counseling, Individual Deposit Accounts (IDAs), and weatherization services;
 - v. Obtaining safe and secure housing by provide home repair services, housing counseling, weatherization services, and home maintenance education;
 - vi. Providing emergency assistance through emergency service stipends (to avoid evictions, utility cutoffs) and to provide assistance such as emergency food, emergency medical and dental services, emergency non-food items such as diapers, and baby products. Additionally, emergency assistance is provided through loans and grants, or other means to meet the immediate and urgent individual family needs, encompassing the need for health services, legal counseling, housing and energy assistance.
 - vii. Maintaining or developing greater participation in the community by establishing linkages and partnerships with educational institutions, faith-based institutions, local housing authorities, local government programs, local non-profits and organizations, other providers of social services as well as public and private resources in the community. Formulate a process for widespread replication of best practices garnered through successful grassroots activities.
2. Several CAAs administer youth programs that give priority to the prevention of youth problems and crime, and for collaboration with the community in meeting the needs of today's youth.

OCEAN, Inc. sponsors a summer camp for youth with the main purpose of providing intense drug education in a recreation/summer environment. Children are identified by the local school system as in need of drug counseling and intervention.

TRI-COUNTY COMMUNITY ACTION AGENCY sponsors a college trip week taking low-income youth on an extensive college tour so that higher education is made more accessible to poorer children.

MIDDLESEX CO. ECONOMIC OPPORTUNITY CORP. sponsors a summer work program whereby low-income youth obtain work experience, receive a small stipend, and benefit from recreational/social programs.

UNITED COMMUNITY CORP maintains a large community center that is the center of recreation, educational and social activities for low-income youth in Newark.

SOMERSET COMMUNITY ACTION PROGRAM summer youth leadership and empowerment programs address the needs of middle and high school students. The focus of these programs is to introduce these age groups to the necessary components that encourage success, confidence and good citizenship that they will need as adults in society.

PATERSON TASK FORCE has a scholarship award program that encourages low-income youth to continue their education by offering a monetary award to those high school students accepted into college.

3. Youth mentoring programs are addressing the community's needs by reaching out to low-income youth in crisis. In Mercer County, the Youth Ex-offenders Support Services, the YESS Program, is serving to work with young males up to age 18 that have had or at risk of having contact with the criminal justice system/ volunteers that are positive role models from the community serve as mentors. The program also includes supervised recreation, career and employment counseling.

After school programs at many of the state's CAAs are providing a safe haven for low-income children to receive tutoring, supervised recreation and nutritious snacks. It enables these children to be in a supervised setting as opposed to be left on their own devices in sometimes unsafe environments.

b. Assurance '676(b)(4)

All state CSBG funded eligible entities operate food pantries or make referrals to local food pantries in the service area. In addition, a number of CAAs provide congregate feeding programs, gleaning activities, operate regional food banks, so that nutritious food is made more available to the poor.

NORWESCAP capitalized on the overpopulation of deer in New Jersey, by asking local hunters to donate venison to further bolster the nutritious food distributed by their regional food bank.

BAYONNE ECONOMIC OPPORTUNITY FOUNDATION as part of their congregate feeding program for the elderly, offers kosher meals to low-income seniors at one of the feeding sites.

Hot meals programs are offered by some CAAs to insure that low-income senior citizens and the disabled receive at least one nutritious meal daily.

c. Assurance '676(b)(5)

The CAA network is required to submit their own individual strategy annually on how they will coordinate and establish linkages between governmental and other social service programs to assure effective delivery of services to the poor and to avoid duplication of services. Most of the CAA network sit on their local HSAC, which serves to identify and coordinate services on a county level. In addition, CAAs are required to describe how partnerships and linkages are maintained in order to provide access to employment and job training programs. Some of the CAAs administer programs that provide actual job training and placement of TANF clients while others refer clients to job training and placement services.

The State OCS has participated on the New Jersey Workforce Investment Task Force and has actively advocated for CAA inclusion in statewide Workforce Investment initiatives to provide comprehensive job training and placement along with extensive social service support for New Jersey residents, particularly the unemployed and underemployed. Eligible entities are encouraged to have an active relationship with

the Workforce Investment Boards (WIBs) with the objective of linking WIB employment activities with CAA programs.

The Paterson Task Force (PTF) initiated a program providing participants training leading to licensure and secure employment. COACH USA, in conjunction with the PTF, offers the opportunity for program participants to become employed as bus drivers or chauffeurs providing a way out of dead-end, low-paying jobs into a career with advancement possibilities.

Through coordination of services between local welfare agencies and business training enterprises, low-income individuals are able to participate in marketable skills training, literacy programs, and counseling services. Many agencies are providing multi-faceted services that can enhance employment opportunities for the unemployed or underemployed.

d. Assurance '676(b)(6)

Most of the State's eligible entities receive Weatherization and LIHEAP funds to provide home energy assistance to low-income residents.

e. Assurance '676(b)(9)

Each CSBG funded entity is required to report annually the linkages and partnerships established with other social service providers in rendering services to low-income people in their target area. All of the State's eligible entities have established partnerships which are described in their annual applications for funding.

G. FISCAL CONTROLS AND MONITORING

1. State Program Monitoring

On-site visits are conducted by program representatives on a regular basis to ensure that contractual obligations are being fulfilled, programmatic goals are being achieved, and services are being provided in a timely, efficient, and effective manner. Program representatives are responsible for identifying potential and actual problems, and aiding agencies in implementing corrective actions. If deficiencies are identified, a corrective action plan must be developed giving the agency time for remediation.

- a. Utilizing the DCA Field Monitoring Report Form, program representatives will ensure that all compliance requirements are addressed by the local agencies and that monitoring reviews and reports are standardized and consistent. Program representatives are responsible for providing or arranging for the provision of training and technical assistance to local agencies in areas of program planning, management, board responsibilities, duties and procedures.

A DCA Programmatic and Fiscal Report is completed by every agency quarterly. This report is due no later than 30 days after completion of the quarter. In order to receive reimbursement for expenses, the report must be accompanied by a signed invoice for payment.

All agencies are also contractually required to submit quarterly progress reports on their activities. Additionally, DCA program representatives will be conducting annual evaluations on the conduct and administration of the Community Services Block Grants. The results of these evaluations, with any recommendations for remedial action, will be shared with the agencies.

- b. Presently, each of New Jersey's twenty-one counties are served by one or more CAA or LPA to ensure that low-income persons throughout the State receive assistance through any one of the twenty-eight grantees or the grantees' delegate agency(ies). Should there be a need for a newly designated entity the State will comply with the requirements under Section 678(B) of the Act.
- c. The agencies must ensure compliance with applicable Federal and State requirements and that the performance goals and objectives are being achieved in accordance with the Agreement. The agencies must continually monitor the performance of the government-supported activities to ensure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals and objectives are being achieved in accordance with the activities delineated.

The agencies shall inform the Department in writing of the following types of condition, which may affect project objectives and performance as soon as they become known:

- 1. Problems, delays, or adverse conditions which will materially affect the ability to attain project objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any Department assistance needed to resolve the situation.
- 2. Favorable developments or events, which enable the time schedules and goals to be met sooner than anticipated or at less cost or to produce more work units than originally projected.

The Department may, at its discretion, make site visits to:

- 1. Review project accomplishments and management control systems;
 - 2. Provide such technical assistance as may be required; and
 - 3. Perform fiscal reviews to ensure that funds are being properly expended and in a timely manner.
- d. A special unit within the Department (Fiscal Monitoring Unit) exists to strengthen the State's fiscal controls. Among its priorities is the review of single audits submitted by designated agencies. A comprehensive fiscal monitoring is conducted by the Fiscal Monitoring Unit on an annual basis.

e. Eligible Entities and Date of Audit

<u>AGENCY</u>	<u>LAST AUDIT PERIOD</u>
AHR	Years ended September 30, 2002 and 2001
BEOF	Years ended Jan 31, 2003 and 2002
BERGEN CAP	Years ended February 28, 2003 and 2002
BURLINGTON CAP	Years ended February 28, 2003 and 2002
CAMDEN OEO	Years ended February 28, 2003 and 2002
CATA (FARM WORKERS)	Years ended October 31, 2002 and 2001
CHECK-MATE	Years ended September 30, 2002 and 2001
ESSEX CO	Years ended September 30, 2002 and 2001
HOPES	Years ended June 30, 2003 and 2002
JERSEY CITY	Years ended June 30, 2003 and 2002
MERCER CO	Years ended December 31, 2003 and 2002
MIDDLESEX CO	Years ended June 30, 2002 and 2001
N.J.A.C	Years ended June 30, 2003 and 2002
NJCAA	Years ended June 30, 2002 and 2001
NORTH HUDSON CAC	Years ended Jan 31, 2003 and 2002
NORWESCAP	Years ended August 31, 2003 and 2002
OCEAN	Years ended December 31, 2002 and 2001
PASSAIC CO	Years ended December 31, 2002 and 2001
PATERSON	Years ended October 31, 2002 and 2001
PLAINFIELD	Years ended June 30, 2003 and 2002
POWHATAN	Years ended September 30, 2002 and 2001
SOMERSET CAP	Years ended August 31, 2003 and 2002
TRI-COUNTY	Years ended June 30, 2003 and 2002
UNION CO	Years ended December 31, 2002 and 2001
U.C.C	Years ended December 31, 2002 and 2001
U.P.O.	Years ended December 31, 2002 and 2001
U.P.I.	Years ended September 30, 2002 and 2001

2. Corrective Action, Termination and Reduction of Funding

DCA may suspend funding to a grantee when a monitoring, evaluation or independent audit report indicates noncompliance with an established policy, approved program, contract requirement, accounting procedure or fiscal control requirement. If problems identified are not corrected, DCA may terminate its contract with the local agency and reallocate the remaining funds to another eligible grantee. Action to reduce or terminate funding will not be taken until communication with the Governing Board fails to produce corrective action acceptable to DCA. DCA will consider the record, as well as past performance of the local agency, before reaching any determination. All reductions and terminations of funding for cause will be carried out in compliance with the provision of the 1991 New Jersey Community Action Agency Act and Section 678C of the Community Services Block Grant Act.

For the purpose of making a determination with respect to termination or a reduction below the proportional share of funding agencies received in the previous fiscal year, the term "cause" includes:

- a. A Statewide redistribution of funds under CSBG to respond to:
 - The results of the most recently available census or other appropriate data;
 - The establishment of a new eligible entity;
 - Severe economic dislocation; and
- b. Corrective measures to bring any agency or organization into compliance with the terms of its agreement to provide services under the CSBG Act. An agency's funds will only be withheld in the event that a corrective action plan's requirements for compliance are not accomplished within a time limit specified by the DCA.

An aggrieved community action agency shall be entitled to an administrative hearing in accordance with the "Administrative Procedure Act," P.L.1968, c 410 (C.52caps14B-1 et seq.), and the Uniform Administrative Procedure Rules, N.J.A.C. In accordance with the "Administrative Procedure Act," the Commissioner or designee shall issue the final decision in all cases. The request for a hearing shall be filed with the Commissioner within 15 days of the receipt of the Department of Community Affairs' decision.

If requested by the community action agency, the Commissioner's decision regarding the termination or reduction of funding shall be subject to the review of the Secretary of the U.S. Department of Health and Human Services, consistent with the CSBG Act.

3. Fiscal Controls, Audits, and Withholding

a. Assurance '676(b)(7)

The State will permit and actively cooperate with Federal investigations and reviews undertaken in accordance with Section 678D(b)(3) of the CSBG Act.

b. Assurance '676(b)(8)

All reductions and terminations of funding for cause will be carried out in compliance with the provision of the 1991 New Jersey Community Action Agency Act and Section 678C of the Community Services Block Grant Act.

c. Assurance '676(b)(10)

Agencies eligible for CSBG funds are required to document board representation in their applications for funding. The State will make every effort to ensure that governmental agencies endeavor to constitute a board whose composition is consistent with that set forth in Section 676B of the CSBG Act.

H. ACCOUNTABILITY AND REPORTING REQUIREMENTS

1. Results Oriented Management and Accountability

Since FY'97, Community Action Agencies (CAAs) have been required to participate in a Results Based Contracting (RBC) process. This involves the submission of quarterly reports, which provides for an accounting of both fiscal and programmatic outcome measures. The outcome units for each program are based on one or more of the six ROMA-defined National Goals for the Community Services Block Grant (CSBG) Program

In implementing ROMA in the Community Action network, the Department of Community Affairs (DCA) under a federal OCS training and technical assistance contract and in conjunction with the statewide CAA association, participated in ROMA training intended to fully acquaint State and Association staff with the concepts and alternate approaches to ROMA implementation. The State is now developing a training and technical assistance program geared to help CSBG funded agencies transition to outcome-based management.

In a partnership between the state DCA, the New Jersey Community Action Association (NJCAA) and the National Executive Assistance Corps (NESC), training will be designed to assist CAAs in the transition from the current RBC approach, which focuses primarily on counting the number of people receiving a defined service, to a more ROMA oriented case management approach that will measure the progress of individuals and families as they move towards self-sufficiency. Consultants from the Federal OCS network will provide additional technical assistance when needed.

Case management is an important adjunct of ROMA as a strategy to help low-income families and individuals become increasingly self-sufficient. During calendar year 2002 the DCA utilized the expertise of a case management trainer/consultant to provide regional workshops in the principles of case management to include: assessment; goal setting; on-going supports and the necessity of maintaining client records that describe the individuals' /families' transition to self-sufficiency. During the coming year focus will be placed on site based assessments and, where needed, technical assistance in applying the methods and skills learned during training to actual service delivery and management.

2. Annual Report

The State will prepare and submit an annual report upon completion of FY 2003 as required under Section 678E(2) of the Act to the Secretary by March 31, 2004 on the measured performance of the State and its eligible entities.